

SANDY CITY  
APPROVED CLASS SPECIFICATION

- I. Position Title: Management Analyst – Mayor’s Office
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|-----------------------|--------------|
| <u>Revision Date:</u> | 12/21/17     |
| <u>EEO Category:</u>  | Professional |
| <u>Status:</u>        | Non-Exempt   |
| <u>Control No.</u>    | 20105        |

II. Summary Statement of Overall Purpose/Goal of Position:

An appointed position under the general supervision of the Mayor and Chief Administrative Officer (CAO), performs a variety of complex, multifaceted administrative support functions, project management, and analytical duties for the Mayor, CAO, and other managers within the Mayor’s Office including the Deputy Mayor and Assistant Chief Administrative Officers.

III. Essential Duties:

- Represents positively the Mayor and CAO in dealing with the public, staff, etc. in City related matters.
- Provides direct staff support to the Mayor’s Office managers in the form of research, special projects, data analysis, and problem resolution.
- Evaluates alternative courses of action and makes recommendations.
- Prepares and/or presents information, reports, correspondence, and other written materials.
- Collects and analyzes pertinent information and presents results.
- Coordinates activities with City departments, the public, and/or outside agencies depending upon the nature of the project to which assigned.
- Schedules and coordinates meetings, appointments, and calendar for the Mayor, CAO, Deputy Mayor, and/or Assistant Chief Administrative Officers.
- Attends relevant meetings, prepares agendas, contacts participants, takes meeting minutes, and follows-up on meeting discussions.
- Responds to a variety of correspondence using own discretion with minimal direction.
- Maintaining files and records including a large volume of confidential information.
- Maintains orderly and documented flow of paper work, legal documents, and signature items for department.
- Answers phone calls, emails, and other correspondence on behalf of the Mayor, CAO, and other Mayor’s Office managers.

IV. Miscellaneous Duties:

- Performs other duties as assigned.

- V. **Education & Experience:** Requires an Associate degree in public administration, business administration, or another job-related field and three years administrative secretarial or public/business administration experience. May substitute an equivalent combination of education and experience. Strong quantitative skills, written and verbal communication skills, strong problem-solving skills, and organizational skills are required.

**Certificates/Licenses:** Requires a valid Utah driver’s license.

**Probationary Period:** Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

**Knowledge of:** E-mail systems and computer programs including Microsoft Office products including Word, Excel, and PowerPoint; correct English usage, vocabulary, and spelling; and office management processes.

**Communication Skills:** Contacts with other departments, outside organizations, and the public; furnishing and obtaining information; regular and frequent contact with persons of high rank, requiring tact and judgement; requires well developed political instinct and sense of strategy and timing; contact with City management and the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; using sound judgement to avoid friction; communicating effectively verbally and in writing.

**Tool, Machine, and Equipment Operation:** Requires regular use of office equipment, including computer, telephone, copy machine, printer and audio visual equipment. Occasional use of personal or City vehicle.

**Analytical Ability:** Establish and maintain effective working relationships with employees, executives and the public; apply general problem solving and analytical principles to effectively deal with various situations; ability to work independently under general direction; prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances; ability to analyze a situation and obtain information.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees, or attending offsite meetings.

The above statements are intended to describe the general nature and level of work being performed by the persons(s) assigned to this job. They are not intended to an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_